



VENTURA COUNTY LAW LIBRARY (VCLL)

Passport Application Requirements

CHILD UNDER 16



1. APPOINTMENT

Schedule on our website ONLY
vencolawlib.org/passport-services/

Phone Calls Not
Accepted

2. APPLICATION FORM

DS-11

Bring form with you. BLACK INK Only.
Single-Sided Only.

3. PASSPORT PHOTO

Bring photo with you. Photo services are NOT provided on site.

4. PROOF OF CITIZENSHIP ORIGINAL + PHOTOCOPY

Bring one of the following

- U.S. birth certificate
- Certificate of Naturalization
- U.S. passport

Original + Photocopy

If proof of citizenship is U.S. passport, bring a photocopy of the birth certificate as well.



5. IDENTIFICATION OF PARENTS ORIGINAL + PHOTOCOPY OF FRONT AND BACK

Bring Government issued ID

- Valid California driver's license
- Valid U.S. passport book or card
- Certificate of Naturalization
- Military I.D.
- Valid foreign passport



**BOTH Parents @
appointment or
Notarized
DS-3053 form**

Original + Photocopy (Front and Back) Single-Sided Paper Only

If more than one child is applying, bring separate copies of parents' IDs for each application.

6. FEES-2 SEPARATE PAYMENTS

Execution Fee (\$35) - Payable to VCLL

- Cash
- Money Order
- Cashier's Check

&

Application Fee - Payable to
U.S. DEPARTMENT OF STATE
(One check per application)

- Personal Check
- Money Order
- Cashier's Check

If proof of citizenship is U.S. passport, bring a photocopy of the birth certificate as well.
If applicable, you may need to submit additional document(s) (paperwork regarding adoption, custody, etc.) (Original & Photocopy) to the Department of State.

*If you have a unique circumstance, visit **travel.state.gov** for more information.